

Georgia Institute of Technology

Electronic Cost Transfers for Campus Administrators

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Electronic Cost Transfer

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Section One: Overview

ELECTRONIC COST TRANSFERS for CAMPUS USERS

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Cost Transfer System—the means to correct charges to projects

- Unit Financial Officers review financial reports to find problems
- Corrections to Sponsored Projects **should be made in 30 days**-why?
 - -- >> Follow the charge to its conclusion <<--
- Cost transfers are red flags
- Auditors review cost transfers in detail, so
 - there must be a clearly documented need to move

Electronic Cost Transfers

Purpose

- to give users the ability to make timely cost transfers between projects, within certain restrictions

Benefits

- Speeds the process
- Eliminates the need for duplicate data entry
- Uses system edits to test for keying accuracy
- Uses system edits to test for available funds
- Improves timeliness of corrections—**why is this important?**
- Provides for direct input by Unit Financial Officers—not routed through the Business Office
- Provides for Two Processing Categories:
 - “A” Direct input (Current, within budget, no account changes)
 - “B” Review & Approve (Review done by G&C Accounting Managers)
- The electronic cost transfer system features can be used on both sponsored and non-sponsored projects.

User Authorization

For experienced employees who have these pre-requisites:

- 1. GL Reports (required)
- 2. Grants Management for Campus Administrators (required)
- 3. Salary Planning and Distribution (recommended)
- 4. **Appointment at Accountant III level and higher or equivalent**

Authorization Form

Acknowledgement of User Responsibilities

Acknowledgement of Unit Head Responsibilities

- Authorization covers your unit(s) only
- Dean's Office, Provost's Office, Grants & Contracts can process between units

OMB Circular No. A-21

- Definition of Allowable Cost—it must be:
 - Reasonable
 - Allocable
 - Treated Consistently
 - Sponsor allows per the terms and conditions of the Agreement

R A T S

Allowable Cost Transfers

You should consider processing a Cost Transfer only if:

- 1) Institute financial procedures allow it.
- 2) Sponsored agreement allows it.
- 3) It's within beginning and ending term dates of the agreement.
- 4) Appropriate supporting documentation is provided justifying the charge on the “To” (receiving) sponsored project.
- 5) It has been certified by the Project Director or another authorized representative to be accurate and allowable for the “To” sponsored project.

System Edits

Some of the system edits are:

- a. Entry must net to zero.
- b. Original posting dates are within the current fiscal year.
- c. Projects are currently active.
- d. Accounts are currently active.
- e. No Personal Services account codes (5nnnnn).
- f. No PCard corrections (714150).
- g. No Indirect Expense account codes (9nnnnn).
- h. “To” project has available funds budgeted.
- i. The original posting date is less than 120 days IF moving to an externally-sponsored project--but you can move charges to a GTF-sponsored, a GTRC-sponsored, or a state-sponsored project after 120 days (discretionary).
- j. See our website grants.gatech.edu/main/ for paper Cost Transfer Requests.

Category “A” – Direct

Processed and posted to the General and Expense Ledgers with the next system processing cycle.

Must meet the following requirements:

- Total charges transferred to one project are less than \$5,000
- Original posting date is less than or equal to 60 days prior to entry date (Why?)
- No change in account numbers on both the “From” panel and the “To” panel
- No change in Employee ID number on both the “From” panel and the “To” panel
- Account fields don’t include 78XXXX (Tuition)
- Project is within term

Category “B” – Review & Approve

Immediately forwarded to Grants & Contracts Accounting for further review and approval.

- G&C may ask for additional information or documentation to show allowability.
- Additional supporting documentation must be provided within a two week period, or the entry is deleted.

Why am I doing this?...?

Selection of Reason Codes

- 1) Clerical Error
- 2) Wrong Project or Account Number
- 3) Reallocation-Time of Entry
- 4) Reallocation-Supplies Not Used
- 5) New Award (New Award Date of agreement is required)
- 6) Renewal Award (New Award Date of agreement is required)
- 7) Pre-award Costs (New Award Date of agreement is required)
- 8) Other

Justification Reports

- Two reports, “Cost Transfer Justification for Sponsored Projects” and “Transaction Data”, must be printed at the conclusion of each ECT
- - These reports, along with the other supporting documentation, must provide complete documentation to show why the transfer is allowable.
 - They must clearly explain what occurred to someone who has no knowledge of the transaction.

Sample Justification / Comments

- Justification should give complete information to show that the Cost Transfer is an appropriate and accurate financial transaction, and that the charge made to the receiving project is correct.
- You have to convince the reader why you are making this cost transfer. Think about what you are doing!

Acceptable Justification Entries

- 1) To correct clerical error that occurred on the original purchase order for these supplies.
- 2) To move charges to correct project. The Project Director identified an incorrect project number when he authorized this purchase.
- 3) To transfer \$510 of charges in excess of funding to the departmental overrun project (state funds).
- 4) To transfer charges from departmental funds to new award approved on December 10, 20xx. These initial charges were incurred after the project start date of December 1, 20xx.
- 5) To transfer costs to a project funded by discretionary funds (State, GTF, GTRC, FFP, other) to cover cost overrun.

Unacceptable Justifications– Samples

- The following justification statements don't adequately describe a situation that would be acceptable:
 - Bad account code
 - Lack of State Funds
 - Change due to reorganization
 - Distribution of charges to reflect charges for newly awarded project
 - Adjust expenses to reflect findings of meeting on 11/29 to review expense distribution with employee
 - Miscommunication between PI and accountant
 - Employee was given incorrect project number by accountant
 - Redistribution did not occur in a timely manner due to staff turnover
 - --what do these justifications say about the “to” project?

Unacceptable Justifications– Samples

Temporarily charged these expenses to this *NASA project* while waiting for the *University of Illinois contract* to be set-up.

- This justification indicates that the unit had knowingly charged a non-benefiting externally-sponsored project for costs.
- -- >> Follow the charge to its conclusion <<--
- There is NO ACCEPTABLE justification for charging costs to non-benefiting projects. It is **fraud** to knowingly charge a sponsored project for costs that belong to another project.

Better actions for “pre-award” costs would be:

- 1) Request an advance project number through the Office of Sponsored Programs (OSP).
- 2) Charge to departmental or discretionary funds. Then the justification is: “Charges were allocated to discretionary Project xxxx until the sponsored agreement for University of Illinois was signed.”

Unacceptable Justifications– Samples

“Transfer cost overrun to a project that has funds.”

or

“Project X was overdrawn. Cost transfer to this sponsored project done to close the project.”

- Imply that the only reason for the transfers is to clear the deficit on the from projects.
- The justification must indicate why the charge is appropriate for the recipient project.
- Unless the “to” project is a discretionary project with no restrictions (State, GTF, GTRC, FFP), charges must relate to the specific scope of work being funded.
- If the recipient project has no restrictions then it may be an allowable transfer, but the statement should indicate that it is allowable and/or allocable; e.g., Firm Fixed Price.

Cost Transfers Requiring Special Documentation

- There are some cost transfers that look questionable based on their timing, the net effect on the project budget, or the type of expense being moved.
- Accordingly, a valid and complete explanation is required that clearly indicates that the cost being moved **to** a project is directly related to that project's scope, is allowable by the project budget, and is required to complete the terms of the sponsored agreement.
- Supporting documentation should be attached that will be available for subsequent audit review, and answers questions *before* they are asked.
- Following are 6 common scenarios that may raise questions:

Cost Transfer to Relieve Over-Expended Budgets

Scenarios 1, 2, 3:

- 1. Moving charges from an over-expended project to a project with a free balance.
- 2. Moving charges posted after term date to an active project.
- 3. Moving substantial charges from one project to another project that's about to end and still has funds that will be lost if not spent.

Documentation required:

- copies of original documentation must be attached to prove that an honest error did occur or specific conditions have changed to demonstrate that the Institute has not fraudulently billed and collected funds from a sponsoring agency.

Cost Transfer of an Equipment Purchase

Scenario 4: Moving equipment or software charges within 90 days of termination to a project with a free balance.

Documentation required:

- A copy of the “to” project budget that includes a description of equipment to be purchased, and
- A copy of an invoice for the purchase of the equipment that matches the equipment description in the budget.
- A statement saying, “...the Project Director told me that the equipment should have been charged to this other project”, without copies of supporting documentation as described, would not be considered adequate supporting documentation.

Cost Transfer of Travel Expenses

Scenario 5: Moving travel charges.

Documentation required:

- A copy of the original TES
- A copy of the “to” project budget that includes provisions for such travel,
- A copy of the travel authorization indicating the itinerary and purpose of the trip,
- A statement from the project agreement or proposal,
- A written statement from the Project Director or Conference program indicating that the trip and conference benefited the project being charged.

Cost Transfer 60 or more days after original expense posting

Scenario 6: Moving charges over 60 days old.

- Cost transfers are considered unacceptable if made over 60 days from the original posting date of charges being moved...
- ...except for a few specific instances where your documentation can clearly show that the need for the transfer could not have been known within the 60 day time frame, e.g.:
 - a. The sponsor rejects a charge and notification is received more than 60 days from the charge date
 - b. A new contract permits expenses incurred during completion of the final negotiation of contract terms (usually 90 days prior).
 - c. To reduce expenditures while preparing final project reports in order to comply with all terms and conditions of the sponsored agreement

ECT Cost Transfer Files Are To Include:

- 1. Cost Transfer Justification Form (A) or (B).
- 2. Cost Transfer Data Report (A) or (B)
- 3. Expense Ledger printout showing the original charge before the transfer, i.e., the wrong charge
- 4. Expense Ledger printout showing the charge after the transfer.
OR: You check the posting, then initial and date the entry on Justification Form
- 5. Other documents and/or correspondence. Examples include:
 - Original Purchase Order with incorrect information
 - Letter from Project Director requesting the correction
 - Letter or instructions from sponsor or Institute officer.

Files To be Maintained:

- **1. Pending ECT File – Current Year**

This file contains the files of all Electronic Cost Transfers from initial preparation until: 1) the entry has been posted to the General Ledger and confirmed as posted correctly, or 2) the entry rejected and/or cancelled. It should be in ECT number order.

- **2. Completed ECT File- Current Year**

This file contains the files of all completed Electronic Cost Transfers for the fiscal year. It should be in ECT number order.

- **Completed ECT Files – Prior Years**

Each completed prior year contains the files of all completed Electronic Cost Transfers for the designated fiscal year, kept in ECT number order. This file would be maintained for a period of five fiscal years.

Section Two: Hands-On Tutorial

Electronic Cost Transfer

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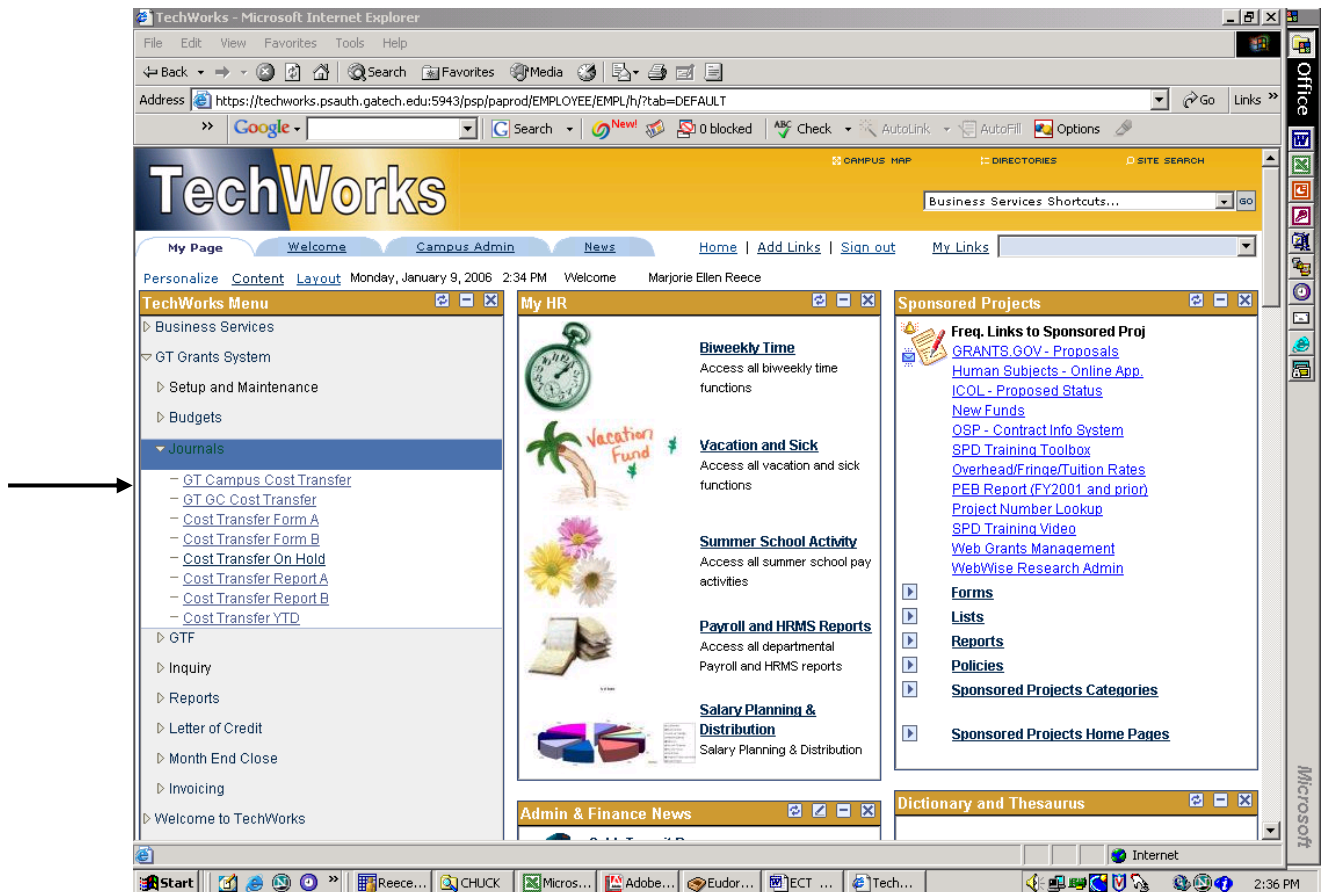
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Getting Started

Log onto TechWorks, using your GT Account and Password.

(Forgot your password? Send an email to admin.accounts@oit.gatech.edu requesting that your password be reset. The security administrator will notify you by email when your password has been reset.)

Using the TechWorks Menu along left side of screen, navigate down and click on "GT Grants System", "Journals", and then "GT Campus Cost Transfer".



To start a new cost transfer, click on "Add a New Value" tab.

The screenshot shows the PeopleSoft web interface for 'GT Campus Cost Transfer'. The browser window title is 'GT Campus Cost Transfer - Microsoft Internet Explorer'. The address bar shows the URL: https://fsdev1.psoft.gatech.edu:5743/psp/psfun8/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL. The page has a blue header with the PeopleSoft logo and navigation links: Home, Add to Favorites, Sign out, New Window, and help. Below the header, the title 'GT Campus Cost Transfer' is followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs are three input fields: 'Business Unit' (beginning with 'GT'), 'GT GL Unit Trans No.' (beginning with a dropdown), and 'User ID' (beginning with 'mr227'). There is an unchecked checkbox for 'Case Sensitive'. Below these fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'. An arrow points to the 'Add a New Value' tab.

"GT GL Unit Trans No." defaults to "NEXT".

This screenshot shows the same PeopleSoft web interface, but with the 'Business Unit' field set to 'GT' and the 'GT GL Unit Trans No.' field set to 'NEXT'. The 'User ID' field remains 'mr227'. The 'Add' button is now visible below the input fields. An arrow points to the 'GT GL Unit Trans No.' field.

NOTE:

Business Unit MUST be "GT"; if this field has anything besides "GT", change it to "GT". Then click "Add" button to start a new Electronic Cost Transfer.

To navigate through the ECT panels, you use either the "Tab" key or point and click with the mouse. DO NOT USE THE "ENTER" KEY.

If you know which Reason Code applies to this entry, enter 1 – 8 and tab.
Otherwise, click on the magnifying glass next to ***Reason Code** to access the drop down box of allowable reasons for the cost transfer. Click on the correct value to select.

GT Campus Cost Transfer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://fsdev1.psoft.gatech.edu:5743/psp/fsfun8/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL

PeopleSoft®

Home Add to Favorites Sign out

New Window | [http](#)

Cost Transfer From Transfer To Transfer

User ID: mr227 Name: Unit Cost Transfer No: NEXT

*Reason Code: ☐ Delete Entry

*Justification / Comments:

DEPARTMENT CERTIFICATION: I confirm
that: 1. I have first hand knowledge as to the accuracy of
this cost transfer and have been delegated authority within the department to certify this
request, and 2. The costs being moved to the project
identified above are directly related to the project scope, allowable by the project budget, and
have been incurred in a timely manner to benefit project activities.

Name: Date: 12/05/2005

Save Notify Previous tab Next tab Add Update/Display

Cost Transfer | From Transfer | To Transfer

Done Internet

Start Reece... IKON Micros... Adobe... Eudor... GT Ca... ECT ... 2:50 PM

Drop down box:

GT Campus Cost Transfer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://fsdev1.psoft.gatech.edu:5743/psp/fsfun8/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL

PeopleSoft®

Home

Select one of the following values:

1 Clerical Error
2 Wrong Account / Project Number
3 Reallocation-Time of Entry
4 Reallocation-Supplies not used
5 New Award
6 Renewal Award
7 Pre-Award Costs
8 Other

Cancel

If you select the **New Award**, or **Renewal Award** options, you will be required to enter the new or renewal award date. You may enter the award date or use the calendar feature by clicking on the small calendar icon and navigating to the appropriate date.

GT Campus Cost Transfer - Microsoft Internet Explorer

Address: https://fsdev1.psoft.gatech.edu:5743/psp/fsfun8/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL

PeopleSoft

Home | Add to Favorites | Sign out

Cost Transfer | From Transfer | To Transfer

User ID: mr227 Name: Unit Cost Transfer No: NEXT

*Reason Code: 5 New Award New Award Date: ☐ Delete Entry

*Justification / Comments:

DEPARTMENT CERTIFICATION: I confirm that:
1. I have first hand knowledge as to the accuracy of this cost transfer and have been delegated authority within the department to certify this request, and
2. The costs being moved to the project identified above are directly related to the project scope, allowable by the project budget, and have been incurred in a timely manner to benefit project activities.

Name: Date: 12/05/2005

Save Notify Previous tab Next tab Add Update/Display

Cost Transfer | From Transfer | To Transfer

Cost Transfer | From Transfer | To Transfer

User ID: mr227 Name: Unit Cost Transfer No: NEXT

*Reason Code: 6 Renewal Award Renewal Date: ☐ Delete Entry

*Justification / Comments:

DEPARTMENT CERTIFICATION: I confirm that:
1. I have first hand knowledge as to the accuracy of this cost transfer and have been delegated authority within the department to certify this request, and
2. The costs being moved to the project identified above are directly related to the project scope, allowable by the project budget, and have been incurred in a timely manner to benefit project activities.

Name: Date: 12/05/2005

Save Notify Previous tab Next tab Add Update/Display

Cost Transfer | From Transfer | To Transfer

Scroll to the correct month and year and click on the date.

Enter the **Justification / Comments** field for the cost transfer making sure to clearly state why this charge is allowable on the "to" project.

GT Campus Cost Transfer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://fsdev1.psoft.gatech.edu:5743/psp/psfun8/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL?FolderPath=PORTAL_ROOT_OBJECT.GT_GRANTS_SYSTEM1 Go Links

PeopleSoft® Home Add to Favorites Sign out

New Window |

Cost Transfer From Transfer To Transfer

User ID: mr227 Name: Unit Cost Transfer No: NEXT

*Reason Code: 6 Renewal Award Renewal Date: 11/01/2005 ☐ Delete Entry

*Justification / Comments:
The sponsor required a new project number for the second year of this research. This entry moves charges that had been placed on the first year award to the correct project for year two.

DEPARTMENT CERTIFICATION: I confirm
that:
1. I have first hand knowledge as to the accuracy of this cost transfer and have been delegated authority within the department to certify this request, and
2. The costs being moved to the project identified above are directly related to the project scope, allowable by the project budget, and have been incurred in a timely manner to benefit project activities.

Name: Date: 12/05/2005

Save Notify Previous tab Next tab Add Update/Display

Cost Transfer | [From Transfer](#) | [To Transfer](#)

Done

Start 4:52 PM

When you enter a cost transfer, you are agreeing to the following stipulations: you are accepting responsibility for the accuracy and appropriateness of the data entered.

DEPARTMENT CERTIFICATION: I confirm
that:
1. I have first hand knowledge as to the accuracy of this cost transfer and have been delegated authority within the department to certify this request, and
2. The costs being moved to the project identified above are directly related to the project scope, allowable by the project budget, and have been incurred in a timely manner to benefit project activities.

Name: Date: 12/05/2005

Entering the "FROM TRANSFER" Data

You can only transfer charges "FROM" one Project ID at a time using the Electronic Cost Transfer panels.

Click the "From Transfer" tab to continue the data entry.

GT Campus Cost Transfer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://fsdev1.psoft.gatech.edu:5743/psp/fsfun8/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL Go Links

PeopleSoft®

Home Add to Favorites Sign out

New Window | [http](#)

Cost Transfer From Transfer To Transfer

User ID: mr227 Name: Unit Cost Transfer No: NEXT

From Transfer Customize | Find | View All | First 1 of 1 Last

Project ID	Account	Original Posting Date	Original Reference	Employee/Vendor ID	Equipment Tag	Amount
1						

Save Notify Previous tab Next tab Add

[Cost Transfer](#) | [From Transfer](#) | [To Transfer](#)

Enter the **Project ID** you are moving the charges FROM. You may type in the project number or click on the magnifying glass to use the Project ID search feature.

Enter at least the first 3 digits of the Project ID to narrow the search. The more digits you enter, the easier it is to locate the specific project you're looking for.

GT Campus Cost Transfer - Microsoft Internet Explorer

Address: https://fsdev1.psft.gatech.edu:5743/psp/psfun8/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL

PeopleSoft.

Home | Add to Favorites | Sign out

New Window | http

Look Up Project ID

Project: begins with 290

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

Project	Description	Tree Name	Effective Date of Tree
290010320	Energy Audits at Carpet Plants	GT PROJ SECURITY	07/01/2000
290010391	Traditional Industries Program	GT PROJ SECURITY	07/01/2000
290012381	Traditional Indust IPST	GT PROJ SECURITY	07/01/2000
290012391	Traditional Industries	GT PROJ SECURITY	07/01/2000
290020303	Ga Environmental Ptnrshp Prog	GT PROJ SECURITY	07/01/2000
290020304	Cost Sharing for N-20-634	GT PROJ SECURITY	07/01/2000
290020305	GRA-Cagle's Feed Mill	GT PROJ SECURITY	07/01/2000
290022303	Georgia Environ Partnership	GT PROJ SECURITY	07/01/2000
2900371	Pulp and Paper Res - IPST	GT PROJ SECURITY	07/01/2000
2900381	Trad Ind Prog - Admin	GT PROJ SECURITY	07/01/2000
290040106	FoodPac-Co PET Boxes Rsch Cons	GT PROJ SECURITY	07/01/2000
290040315	Mid-sized Cities Impl-RsConst	GT PROJ SECURITY	07/01/2000
290110100	ED & TV State	GT PROJ SECURITY	07/01/2000
290110101	Equipment/Director'S Office	GT PROJ SECURITY	07/01/2000
290110102	Professional Dev/Director'S Of	GT PROJ SECURITY	07/01/2000
290110103	Software Upgrades/Dir Office	GT PROJ SECURITY	07/01/2000
290110104	Furniture/Director'S Office	GT PROJ SECURITY	07/01/2000
290110105	Contingency/Director'S Office	GT PROJ SECURITY	07/01/2000
290110106	Reg Office Misc Operating Exp	GT PROJ SECURITY	07/01/2000

Click on the appropriate project number and it will fill into the Project ID field on the "From Transfer" tab, as follows:

GT Campus Cost Transfer - Microsoft Internet Explorer

Address: https://fsdev1.psft.gatech.edu:5743/psp/psfun8/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL

PeopleSoft.

Home | Add to Favorites | Sign out

New Window | http

Cost Transfer From Transfer To Transfer

User ID: mr227 Name: Unit Cost Transfer No: NEXT

From Transfer

Customize | Find | View All | First 1 of 1 Last

Project ID	Account	Original Posting Date	Original Reference	Employee/Vendor ID	Equipment Tag	Amount
1 290620870						

From Transfer							Customize Find View All	First 1 of 1 Last
Project ID	Account	Original Posting Date	Original Reference	Employee/ Vendor ID	Equipment Tag	Amount		
1 290620870								

Tab over to the "Account" field. Enter the **Account Code** from the original posting.

Tab over to the "Original Posting Date" field and enter the **Original Posting Date** using the MM/DD/YY or MM/DD/YYYY format.

Enter the **Original Reference** information.

If a travel or per diem account code is used, you must fill in the **Employee ID** number. When using certain materials and supplies account codes, you must fill in the **Vendor ID**. When you enter any of these account codes, the Employee ID and Vendor ID field panel opens for data entry. If you do not know the Employee ID, click on the magnifying glass, and enter an "E" in the first row. When performing an Employee ID search, an "E" must be placed in the "Vendor ID" field; the "E" should be omitted when searching for a Vendor ID. A portion of the employee or vendor's name can be entered in the "Short Vendor Name" field to quicken the search. Click "Look Up", scroll to the correct Employee and click on the required ID. The number will be loaded into the correct field on the ECT "From Account" tab.

PeopleSoft. Home | Add to Favorites | Sign out

Look Up Employee/ Vendor ID

Business Unit: GT
 Vendor ID: begins with E
 Short Vendor Name: begins with
 Name 1: begins with

Look Up Clear Cancel Basic Lookup

Search Results
 Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.
[View All](#) First 1-100 of 300 Last

Vendor ID	Short Vendor Name	Name 1
E100007	CARLANTHO-001	Carl,Anthony D.
E100013	MOTZASHLE-001	Motz,Ashley J.
E100015	PHILLSTEPH-002	Phillips,Stephany A.
E100020	MARTIGREGO-002	Martin,Gregory A.
E100023	MURPHSHELD-001	Murphy,Sheldon A.
E100024	ALVARJULIA-001	Alvarez-Gil,Julia
E100040	MILLERYAN-001	Miller,Ryan K.
E100052	HIRSCADAM-001	Hirschel,Adam H.
E100058	EGHRASINA-001	Eghran,Sina
E100060	HALESJOEL-001	Hales,Joel M.
E100063	HOLLIEMLY-001	Hollis,Emily F.
E100070	JOHNSSHAYL-001	Johnson,Shavla N.
E100075	SHORTMICHE-001	Short,Michelle L.

To make the search faster, you can enter a portion of the employee's name in the "Short Vendor Name" row to reduce the number of results returned.

PeopleSoft

Menu

Search:

My Favorites

GT Grants System

Setup and Maintenance

Budgets

Journals

GT Campus Cost Transfer

GT GC Cost Transfer

Cost Transfer Form A

Cost Transfer Form B

Cost Transfer On Hold

Cost Transfer Report A

Cost Transfer Report B

Cost Transfer YTD

GTF

Inquiry

Reports

Letter of Credit

Month End Close

Invoicing

Purchasing

General Ledger

Set Up Financials/Supply Chain

Application Diagnostics

Tree Manager

Reporting Tools

PeopleTools

Change My Password

My Personalizations

Look Up Employee/ Vendor ID

Business Unit: GT

Vendor ID: begins with E

Short Vendor Name: begins with REE

Name 1: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-56 of 56 Last

Vendor ID	Short Vendor Name	Name 1
E84228	REECEAUZIE-002	Reece,Auzie F
E523466	REECEMARJO-001	Reece,Margie Ellen
E522281	REECEPETER-001	Reece,Peter David
E509033	REECETAMEK-001	Reece,Tameka L
E519122	REECETIFFA-001	Reece,Tiffany Latonya
E514908	REECEWANDA-001	Reece,Wanda G
E523254	REED ALEXA-001	Reed IV,Alexander Clarke
E84505	REED CHARL-001	Reed Jr,Charles P
E505140	REEDALANA-001	Reed,Alana Leigh
E518975	REEDBRAND-001	Reed,Brandon Christopher
E505509	REEDCARA-001	Reed,Cara Powell
E518070	REEDCHRIS-001	Reed,Christopher Stalker
E506876	REEDCOURT-001	Reed,Courtney D
E521430	REEDDUSTI-001	Reed,Dustin Thomas
E505846	REEDKEVIN-001	Reeder, Kevin

You can click on any of the column headers to re-sort the listing.

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

Vendor ID	Short Vendor Name	Name 1
E101333	ALLBEALISS-001	Alibee,Alissa T
E100024	ALVARJULIA-001	Alvarez-Gil,Julia
E101349	ANDERERIC-002	Anderson,Eric J
E100797	ANDERWILLI-001	Anderson,William B
E104488	ANDRASIGRU-001	Andradottir,Sigrun
E101335	ANIM-KOFI-001	Anim-Appiah,Kofi D
E102345	ARNOLCYNTH-001	Arnold,Cynthia Tucker
E104487	AYHANHAYRI-001	Ayhan,Hayriye
E100745	BAILEROBER-001	Bailey,Robert R
E101553	BAKERANDRE-001	Baker,Andrew P
E101463	BAKERANTHO-001	Baker,Anthony Wayne
E101238	BALLAWILLI-001	Ballard,William G
E104486	BAUCHOLIM-001	Bauchau,Olivier A
E101731	BAXTECHRIS-001	Baxter,Christina M
E104435	BEARDAVERY-001	Beard,Avery J

PeopleSoft only displays the first 300 items in the listing, so the more digits you enter, the smaller the number of results that will be returned.

Look Up Employee/ Vendor ID

Business Unit: GT

Vendor ID: begins with E523

Short Vendor Name: begins with

Name 1: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

Vendor ID	Short Vendor Name	Name 1
E523000	HILDRBRADF-001	Hildreth,Bradford Abbott
E523001	HIRAICAREN-001	Hiral,Caren Miki
E523002	ROBERMATTH-003	Robertson,Matthew Harris
E523003	SALOMKATHL-001	Salome,Kathleen Rose
E523005	CHARCLARE-001	Charleswell,Clarence O
E523006	OZAKIARKAD-002	Ozakin,Arkadas I
E523007	HANESHAROL-001	Hanes,Harold Mattson
E523008	KOHYUN-001	Ko,Hyun-Jun
E523009	HABIBMATTH-001	Habib,Matthew George
E523010	LISCAIRENE-001	Liscano,Irene Maria
E523011	GREENTHERE-001	Green,Theresa Renee
E523012	POWELMARSH-001	Powell-Forbragd,Marsha Ann
E523013	ISHMULUMIDJ-001	Ishmukhamedov,Umidjon K
E523014	REVILSUSAN-001	Revill,Susan Michelle
E523015	FELTOKASUN-001	Felton,Kasundra L

Again, a portion of the employee or vendor's name can be entered in the "Short Vendor Name" row to quicken the search.

Look Up Employee/ Vendor ID

Business Unit: GT

Vendor ID: begins with

Short Vendor Name: begins with WILL

Name 1: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

Vendor ID	Short Vendor Name	Name 1
E963005	WILLACARLT-001	Willacey,Carlton S
E520042	WILLACYNTH-001	Willard,Cynthia Lauren
E516756	WILLAJOMO-001	Willacy,Jomo Kenvata
0000047255	WILLALESLI-001	Willaford,Leslie P
E519454	WILLAMORGA-001	Willard,Morgan L
0000035437	WILLARICK-001	Willard,Rick
0000029619	WILLCALLEN-001	Willcox & Allen, Inc
E410345	WILLCJUSTI-001	Willcox,Justin J
E516671	WILLEBJOER-001	Willer,Bjoern T
E506175	WILLELIZA-001	Willi,Elizabeth Megan
E519352	WILLEMELIS-001	Willet,Melissa Marie
E524314	WILLENICHO-001	Willet,Nicholas James
0000047234	WILLEPETER-001	Willet,Peter
E66552	WILLETHOMA-001	Willet,Thomas C
0000027803	WILLHWBARR-001	Willhite,VV Barry

When using an equipment account code, the **Equipment Tag** field will be available for data entry. This tag number is validated by the Asset Management system within PeopleSoft.

GT Campus Cost Transfer - Microsoft Internet Explorer

Address: https://fsdev1.psoft.gatech.edu:5743/psp/fsfun8/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL

PeopleSoft

Home | Add to Favorites | Sign out

New Window | help

Cost Transfer | From Transfer | To Transfer

User ID: mr227 Name: Unit Cost Transfer No: NEXT

From Transfer

Customize | Find | View All | First 1 of 1 Last

Project ID	Account	Original Posting Date	Original Reference	Employee/Vendor ID	Equipment Tag	Amount
1 290620870	843200					

Save | Notify | Previous tab | Next tab | Add

Clicking on the magnifying glass gives you a search option within the Equipment Tag database.

Look Up Equipment Tag

Business Unit: GT

Tag Number: begins with 0100

Look Up | Clear | Cancel | Basic Lookup

Search Results

View All | First 1-100 of 213 Last

Tag Number
0100060
0100064
0100065
0100067
0100069
0100070
0100071
0100072
0100073
0100074
0100089
0100090
0100091
0100096
0100098
0100099
0100100

The amount entered on the "FROM" panel is usually a (-) negative number. **Be sure to enter the "FROM" amount with the correct sign because PeopleSoft automatically enters the amount on the "TO" panel with the opposite sign.**

The screenshot shows the 'From Transfer' panel in the PeopleSoft interface. The 'Unit Cost Transfer No.' is 'NEXT'. The 'From Transfer' table has the following data:

Project ID	Account	Original Posting Date	Original Reference	Employee/Vendor ID	Equipment Tag	Amount
1	290620870	751102	10/31/2005	290123456	0000034703	-156.00

PeopleSoft amounts always carry three decimal places, with a trailing zero.

The screenshot shows the 'To Transfer' panel in the PeopleSoft interface. The 'Unit Cost Transfer No.' is 'NEXT'. The 'To Transfer' table has the following data:

Project ID	Account	Original Posting Date	Original Reference	Employee/Vendor ID	Equipment Tag	Amount
1	1606U81	751102	10/31/2005	290123456	0000034703	156.000

A black arrow points to the 'Amount' field in the 'To Transfer' table, highlighting the value 156.000.

Cost Transfers "FROM" a Single Project ID for Multiple Account Codes

You may only transfer charges "From" one Project ID per cost transfer; but, you may transfer "From" many Account Codes within the same Project ID.

Use the Plus Key to add additional lines.

The screenshot shows the 'GT Campus Cost Transfer' screen in Microsoft Internet Explorer. The browser address bar displays the URL: https://fs.psoft.gatech.edu/psp/fprod/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL. The PeopleSoft logo is at the top. Below the logo, there are tabs for 'Cost Transfer', 'From Transfer', and 'To Transfer'. The 'From Transfer' tab is active. The 'User ID' is 'mr227', 'Name' is 'Reece, Marjorie Ellen', and 'Unit Cost Transfer No.' is 'NEXT'. Below this, there is a table with the following columns: 'Project ID', 'Account', 'Original Posting Date', 'Original Reference', 'Employee/Vendor ID', 'Equipment Tag', and 'Amount'. The table contains one row with the following values: '290620810', '714100', '12/01/2005', '123456789', and '-156.00'. A black arrow points to the '+' button next to the 'Amount' field.

Project ID	Account	Original Posting Date	Original Reference	Employee/Vendor ID	Equipment Tag	Amount
290620810	714100	12/01/2005	123456789			-156.00

PeopleSoft inserts a row with the project ID grayed out indicating that the project ID cannot be changed.

The screenshot shows the 'GT Campus Cost Transfer' screen in Microsoft Internet Explorer. The browser address bar displays the URL: https://fs.psoft.gatech.edu/psp/fprod/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL. The PeopleSoft logo is at the top. Below the logo, there are tabs for 'Cost Transfer', 'From Transfer', and 'To Transfer'. The 'From Transfer' tab is active. The 'User ID' is 'mr227', 'Name' is 'Reece, Marjorie Ellen', and 'Unit Cost Transfer No.' is 'NEXT'. Below this, there is a table with the following columns: 'Project ID', 'Account', 'Original Posting Date', 'Original Reference', 'Employee/Vendor ID', 'Equipment Tag', and 'Amount'. The table contains two rows. The first row has the same values as the first row in the previous screenshot. The second row has the same 'Project ID' (290620810) but the 'Account' field is empty. A black arrow points to the second row.

Project ID	Account	Original Posting Date	Original Reference	Employee/Vendor ID	Equipment Tag	Amount
290620810	714100	12/01/2005	123456789			-156.00
290620810						

Insert as many rows as needed to transfer costs from the same project but different account codes.

Entering the "TO TRANSFER" Data

PeopleSoft automatically carries certain data from the "FROM" panel to the "TO" panel and fills in the appropriate field for you. Some of this data may be changed and some is fixed.

GT Campus Cost Transfer - Microsoft Internet Explorer

Address: https://fs.pssoft.gatech.edu/psp/fprod/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL

PeopleSoft

Home | Add to Favorites | Sign out

New Window | help

Cost Transfer | From Transfer | **To Transfer**

User ID: mr227 Name: Reece, Marjorie Ellen Unit Cost Transfer No: NEXT

To Transfer

Project ID	Account	Original Posting Date	Original Reference	Employee/Vendor ID	Equipment Tag	Amount
1	714100	12/01/2005	123456789			156,000

Enter the **Project ID** you are moving the charges TO. You may type in the project number or click on the magnifying glass to use the Project ID search feature. Enter at least the first 3 digits of the Project ID to narrow the search. The more digits you enter, the easier it is to locate the specific project you're looking for.

Look Up Project ID

Project: begins with 290620

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-100 of 108 Last

Project	Description	Tree Name	Effective Date of Tree
290620515	Various Sponsors Agmt 7/28/98	GT PROJ SECURITY 07/01/2000	
290620516	Various CISO Impelm prog #10	GT PROJ SECURITY 07/01/2000	
290620518	CISO Implementation	GT PROJ SECURITY 07/01/2000	
290620520	CISO IMPLEMENTATION PROG 12	GT PROJ SECURITY 07/01/2000	
290620580	Control A/C	GT PROJ SECURITY 07/01/2000	
2906205A0	VIRGINIA S A L PHILPOTT	GT PROJ SECURITY 07/01/2000	
2906205A1	ILLINOIS MANUFACTURING EXT CEN	GT PROJ SECURITY 07/01/2000	
2906205A2	ILLINOIS MANUFACTURING EXT CEN	GT PROJ SECURITY 07/01/2000	
2906205A3	ILLINOIS MANUFACTURING EXT CEN	GT PROJ SECURITY 07/01/2000	
2906205A4	AUBURN UNIVERSITY	GT PROJ SECURITY 07/01/2000	
2906205A5	VIRGINIA S A L PHILPOTT	GT PROJ SECURITY 07/01/2000	
290620603	Gtrc Software Rights Fee Memo	GT PROJ SECURITY 07/01/2000	
290620615	Pollution Prev Assist Div Agmt	GT PROJ SECURITY 07/01/2000	
290620632	POLLUTION PREVEN 12/22/00	GT PROJ SECURITY 07/01/2000	
290620633	NASA NAS10 01025	GT PROJ SECURITY 07/01/2000	
290620639	GA DEPT NATURAL RES	GT PROJ SECURITY 07/01/2000	
290620677	FY05 GTRC ALLOCATION-MANUFACTU	GT PROJ SECURITY 07/01/2000	
290620680	Sponsored Research - Undesigna	GT PROJ SECURITY 07/01/2000	
2906206A4	ONE GEORGIA AUTHORITY	GT PROJ SECURITY 07/01/2000	

Tab over to the "Account" field. Enter the appropriate **Account Code**. You can use the magnifying glass search feature if you want.

Original Posting Date defaults from "From" panel and cannot be changed here.

Original Reference defaults from "From" panel and cannot be changed here.

The **Employee/Vendor ID** defaults from the "From" panel if entered originally.

The **Equipment Tag** defaults from the "From" panel if entered originally.

The **Amount** field defaults with the opposite sign from that of the "From" field.


Cost Transfers from One Project to Multiple Projects / Accounts

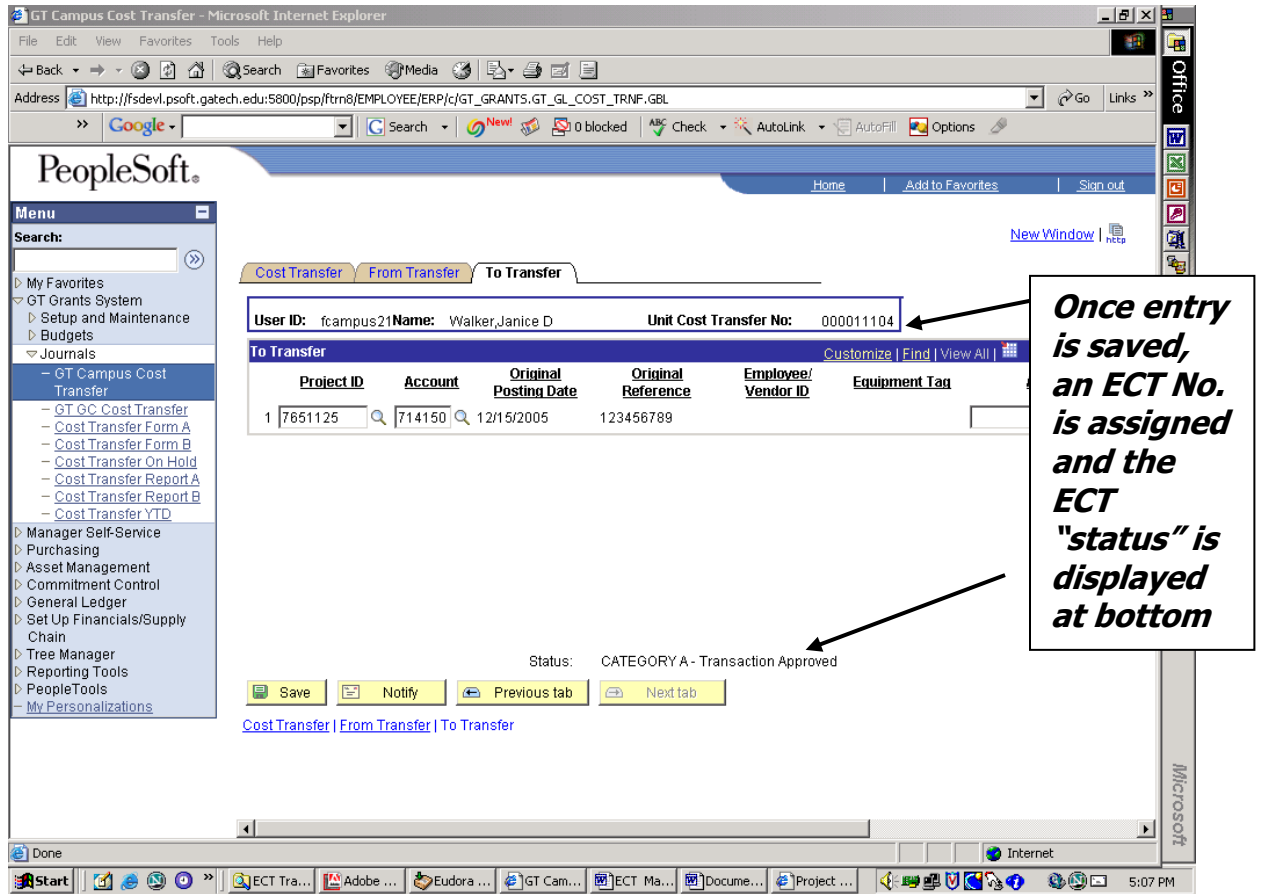
Insert as many rows as needed on the "TO" panel when you are transferring costs from a single project to multiple projects/accounts. Data repeats from previous line.

Add rows as needed by clicking on the Plus Key.

Make changes to **Project ID**, **Account**, **Employee / Vendor ID**, **Equipment Tag** and **Amount** fields as required.

Save your entry; record your ECT number and its status!

Click on the  button to save.



PeopleSoft.

Menu

Search:

My Favorites

GT Grants System

Setup and Maintenance

Budgets

Journals

GT Campus Cost Transfer

GT OC Cost Transfer

Cost Transfer Form A

Cost Transfer Form B

Cost Transfer On Hold

Cost Transfer Report A

Cost Transfer Report B

Cost Transfer YTD

Manager Self-Service

Purchasing

Asset Management

Commitment Control

General Ledger

Set Up Financials/Supply Chain

Tree Manager

Reporting Tools

PeopleTools

My Personalizations

Cost Transfer | From Transfer | To Transfer

User ID: fcampus21 Name: Walker, Janice D Unit Cost Transfer No: 000011104

To Transfer

Project ID	Account	Original Posting Date	Original Reference	Employee/Vendor ID	Equipment Tag
1 7651125	714150	12/15/2005	123456789		

Status: CATEGORY A - Transaction Approved

Save Notify Previous tab Next tab

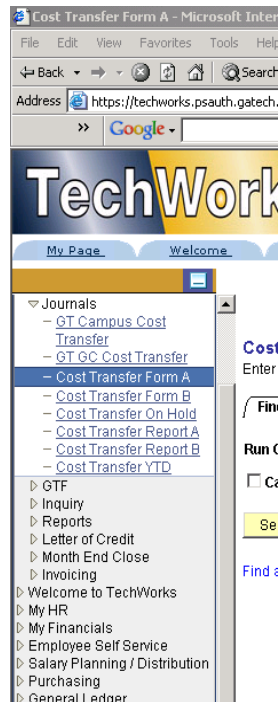
Cost Transfer | From Transfer | To Transfer

Once entry is saved, an ECT No. is assigned and the ECT "status" is displayed at bottom

NOTE: Remember to record your ECT number and its status; you will need this data to run the reports.

Printing Electronic Cost Transfer Forms and Reports

Look at the left-hand menu to select the report you wish to print.



Your report options are:

Cost Transfer Form – A(428): Category "A" transfer
Cost Transfer Report – A(424): Category "A" transfer

Cost Transfer Form – B(429): Category "B" transfer
Cost Transfer Report – B(425): Category "B" transfer

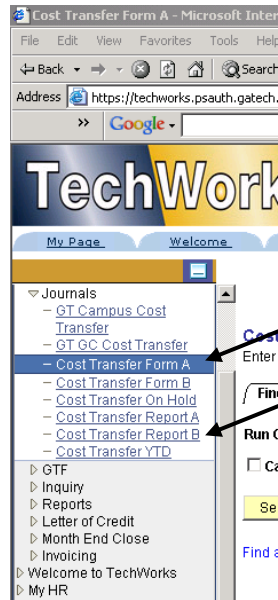
Cost Transfer On Hold (426): Cost transfers pending G&C approval

Cost Transfer YTD Report (510): Cost transfers based on specified date criteria

Remember that a complete ECT file package includes both a Form and Report (either "A" or "B" as appropriate). You must print both Form and Report the same day you make the entry. It is strongly suggested that you print both Form and Report at the end of each ECT entry to ensure you can access them.

Printing an "A" Form and Report

To print the "A" Form and Report, select either Cost Transfer Form A or Cost Transfer Report A from the left-hand menu.



Enter the Cost Transfer No. that was given to you when the ECT was accepted and saved by the system. You do not have to enter "OPRID". Click on "Run". Just enter the 4 or 5 digit ECT number—the system adds the leading zeroes when you hit "Run".

This brings you to the "Process List" screen. Look for the report name, then click "OK".

Cost Transfer Form A - Microsoft Internet Explorer

Address: https://fsdev1.psoft.gatech.edu:5743/psp/psfun8/EMPLOYEE/ERP/c/GT_GRANTS.GTGLR428.GBL

PeopleSoft.

Home | Add to Favorites | Sign out

New Window | help

Process Scheduler Request

User ID: mr227 Run Control ID: mr227

Server Name: PSUNX Run Date: 12/05/2005

Recurrence: Run Time: 4:12:50PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Cost Transfer Form for CAT 'A'	GTGLR428	SQR Report	Web	PDF	Distribution

OK Cancel

Click "OK"

Next you see the "Report List" screen. Look at the tabs across the top. You should be in the "Administration" tab. This screen is static. In other words, to see new information you must push the "Refresh" button. Press "Refresh" until the report name becomes blue in color and is underlined. Now the report has finished running and is ready to be viewed.

Address: https://fsdev1.psoft.gatech.edu:5743/psp/psfun8/EMPLOYEE/ERP/c/GT_GRANTS.GTGLR428.GBL

PeopleSoft.

Home | Add to Favorites | Sign out

New Window | help

Administration | Explorer | List | Archives

View Reports For

User ID: mr227 Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-3 of 3 Last

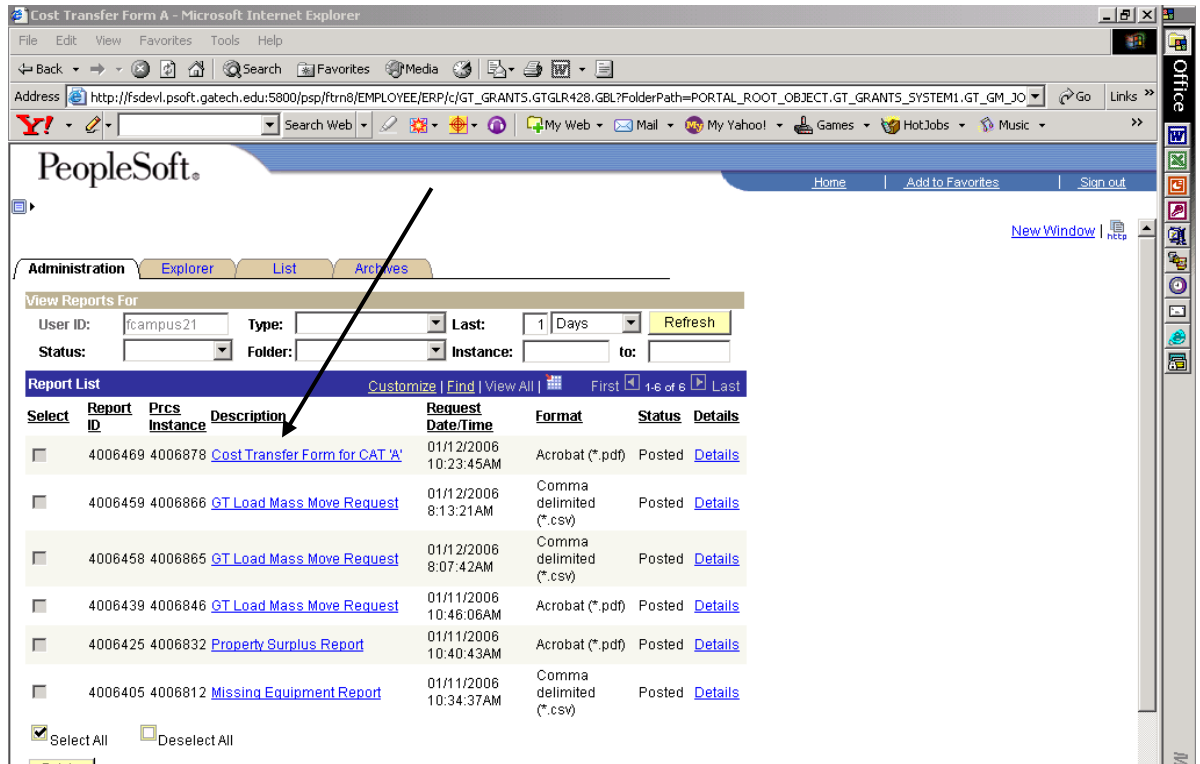
Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	5002629	5002908	Cost Transfer Form for CAT 'A'	12/05/2005 4:13:24PM	Acrobat (*.pdf)	N/A	
<input type="checkbox"/>	5002628	5002907	PEB Report	12/05/2005 4:08:01PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5002627	5002906	PEB Report	12/05/2005 4:02:30PM	Acrobat (*.pdf)	Posted	Details

☒ Select All ☐ Deselect All

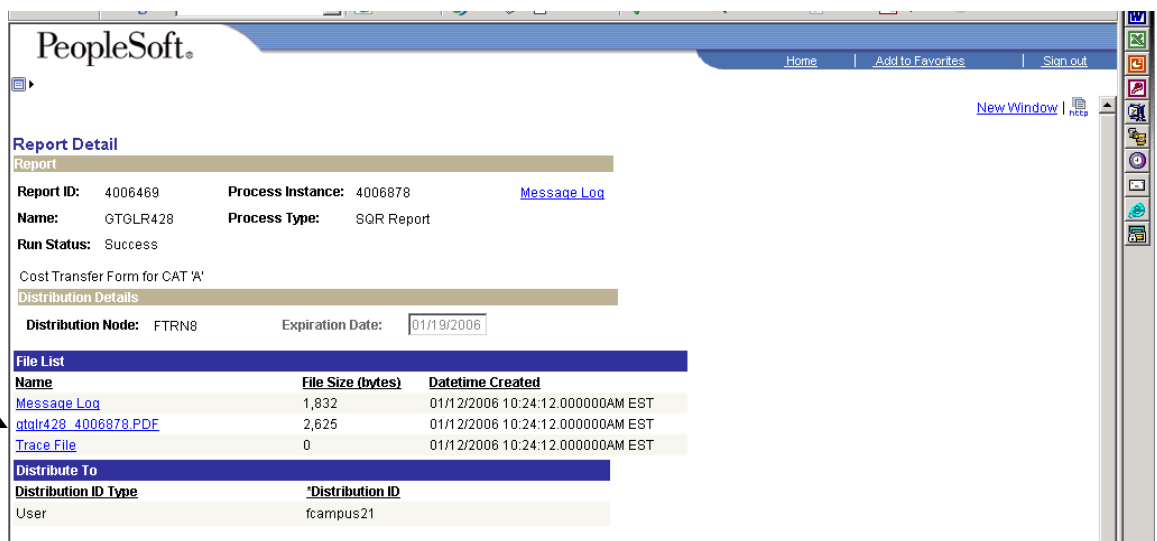
Delete Click the delete button to delete the selected report(s)

[Go back to Cost Transfer Form A](#)

Click on the highlighted report name link to see the report.



If you click on the Details link, the following screen will be displayed. Then click again on the name of the report you are running to see the report.



Results for Form "A":

https://fsdev1.psoft.gatech.edu:5743/psreports/fsfun8/5002629/gtgr428_5002908.PDF - Microsoft Internet Explorer

Address: https://fsdev1.psoft.gatech.edu:5743/psreports/fsfun8/5002629/gtgr428_5002908.PDF

**COST TRANSFER JUSTIFICATION FOR SPONSORED PROJECTS FORM
CATEGORY A**

Unit Cost Transfer No: 000010894

The documentation required to support cost transfer requests described in Section 6.0 - Cost Transfer Requests.

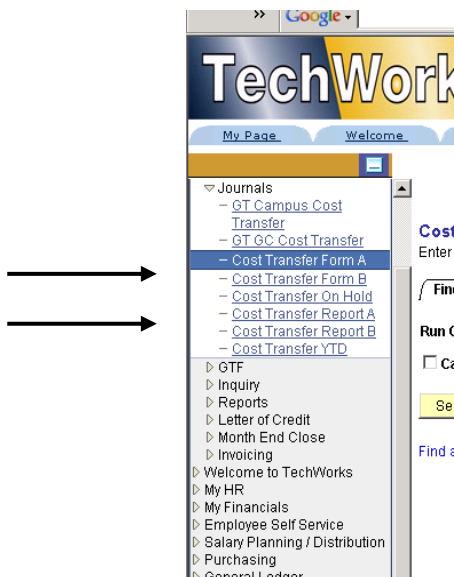
A. Reason for the transfer :
Check one of the following reasons and provide any additional explanation to properly document the propriety of the expenditure:

- ☐ Clerical error (Provide Explanation below in Part D)
- ☒ Use of wrong account number (Provide Explanation below in Part D)
- ☐ Reallocation of non-payroll costs based on actual usage (check a or b):
 - ☐ Impractical to allocate at the time of original entry
 - ☐ Materials and supplies not used
- ☐ New award:
- ☐ Renewal award:
- ☐ Pre-award costs
- ☐ Other: (Provide Explanation below in Part D)

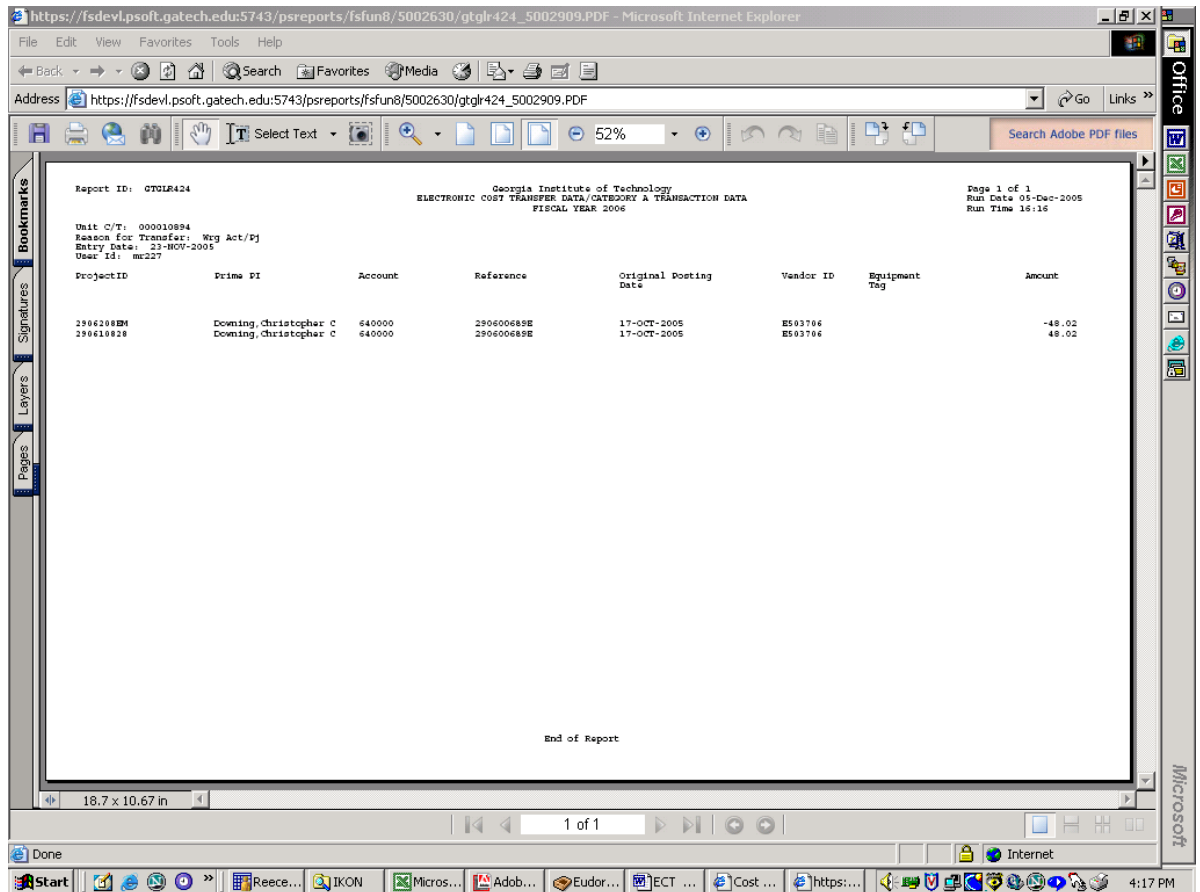
B. Additional documentation

- For all transfers:
 - Are any of the projects:
1) Over Budget? Yes ☐ No ☐
 - Past Term? Yes ☐ No ☐

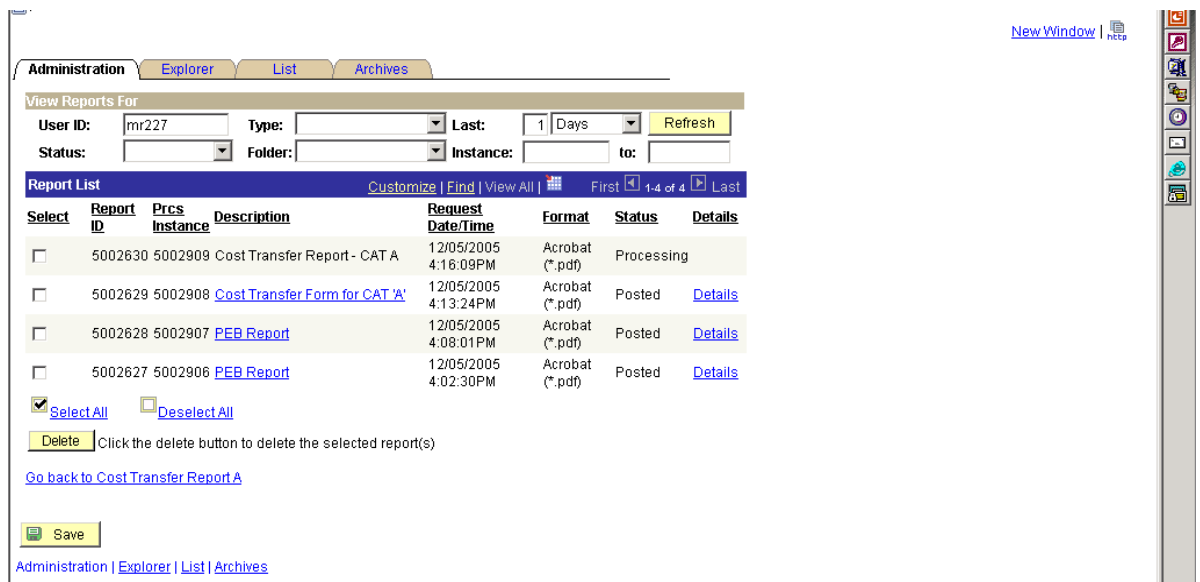
After printing the form, go back to the left-most menu and click on the next report you wish to generate. A good system might be to print first the Form then the Report for each ECT you've created.



Results for Report "A".



PeopleSoft 8.8 allows you to select and run multiple reports at the same time, so your Report List may look something like this:



Printing a "B" Form and Report

The "B" print selection also includes an optional date range. Here you can either enter the Unit Cost Transfer No., or you can use the date range option to print all within a particular range, or you can use both. If you use the Unit Cost Transfer No. and the two date fields, please be sure the dates include the entry date for that particular cost transfer. If the date range does not include the date of the individual cost transfer number, no data will be found and no report will print. You do not have to fill in the OPRID field.

The screenshot shows the 'Form B' interface for searching Unit Cost Transfers. At the top right, there are links for 'New Window', 'Help', and a printer icon. Below the 'Form B' tab, the 'Run Control ID' is 'mr227', and there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The main search area is a box containing the following fields: 'Business Unit' with a dropdown set to 'GT' and a search icon; 'Unit Cost Transfer No.' with a text box containing '000011414'; 'OPRID' with an empty text box; 'From Date' with a date picker set to '07/01/2005'; and 'To Date' with a date picker set to '06/30/2006'. Two black arrows point from the right towards the 'Unit Cost Transfer No.' and 'From Date' fields. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

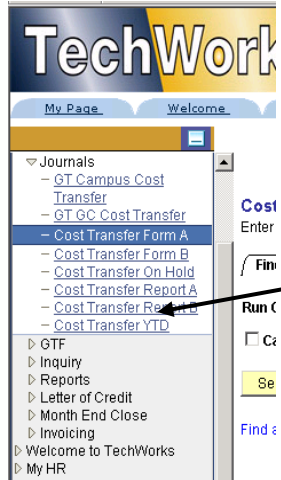
The date range is optional. If you know the Unit Cost Transfer No., enter it and clear the remaining fields on the form.

This screenshot shows the same 'Form B' interface as the previous one, but with the 'From Date' and 'To Date' fields cleared. The 'Unit Cost Transfer No.' field still contains '000011414'. All other elements, including the 'Run' button and bottom navigation buttons, remain the same.

Click "Run" and then follow the instructions beginning on page 22 to print.

Cost Transfer YTD Options

You can print both "A" and "B" Reports but not Forms long after the day of data entry by using the Cost Transfer YTD option from the left-hand menu.



If you know the Unit Cost Transfer No. (ECT number), enter it in the 2nd field and clear all data in the remaining fields.

Cost Transfer YTD

Run Control ID: mr227

[Report Manager](#) [Process Monitor](#)


[Run](#)

Business Unit	GT	
Unit Cost Transfer No.:	000015141	
Dept:		
Oprid:		
From Date:		
To Date:		

If you want to print out all ECT Reports within a period (month, quarter, year, etc.), clear the Unit Cost Transfer No. out, then enter From Date and To Date, or use the calendar option.

Cost Transfer YTD


Run Control ID: mr227 [Report Manager](#) [Process Monitor](#) [Run](#)


Business Unit 

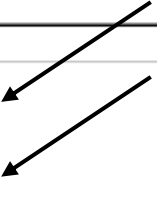
Unit Cost Transfer No.:

Dept:

Oprid:

From Date: 

To Date: 



Forward through the "Process List" screen, click "OK", and follow prior printing instructions.

System Edits and Error Messages

System Edits

The Electronic Cost Transfer system performs predefined edits on all entries to:

- Verify you have entered all the required data
- Validate data entered
- Verify that the Original Posting Date is within the current fiscal year.
- Verify that the Project is active
- Verify that the Account Code is valid in the current fiscal year
- Verify that the Account Code is not a personal services, indirect cost, or PCard account code
- Ensure that available funds are greater than the "To Transfer" amount

If the entry meets the above edits, the system determines how to process the entry:

- As either a Category "A" or "B" transaction
- Posts Category "A" transactions the same day as entered
- Forwards Category "B" transactions to Grants & Contracts for review. They will be held a maximum of two weeks, and then are deleted if not approved. Category "B" transactions post the day they are approved

Category "A" entries post the same day as entered. In addition to the above, if the entry meets these criteria, it will be processed as an "A" entry:

- Within 60 days of original posting date
- Total charges less than \$5,000
- Account code(s) remains the same
- Account code is not 78XXXX (Tuition/Scholarship)
- Project has not reached term date
- Equipment Tag Number remains the same

Category "B" entries post when approved by G&C. If an entry is valid but does not meet the Category "A" criteria, it will be processed as a "B":

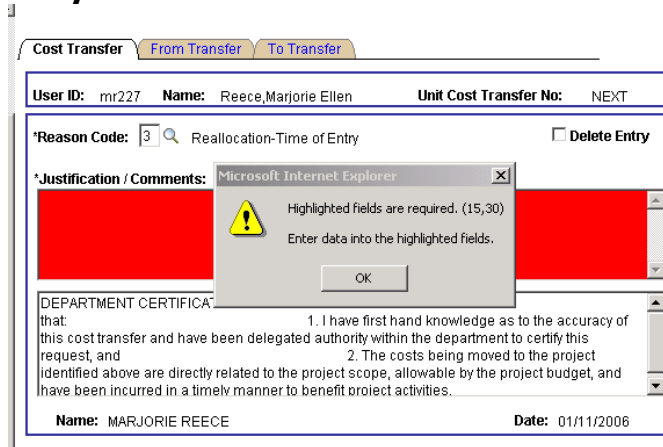
- Between 61 and 120 days of original entry date (Entries over 120 days from original entry date will not be processed.)
- Total charges equal to or greater than \$5,000
- Account code(s) has changed from the original posting
- Employee ID number has changed from "FROM" to "TO" pages
- Account code of 78xxxx (Tuition/Scholarship) is used
- Project is beyond term date
- Equipment Tag number has been changed

Error Messages

Errors that require correction to continue data entry:

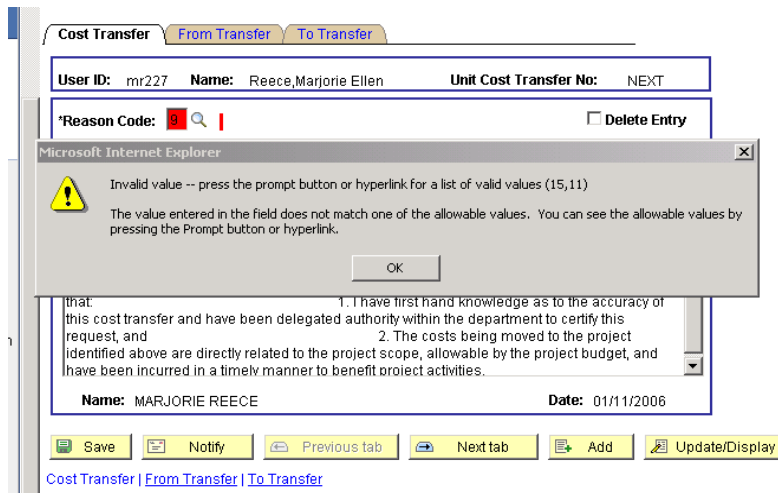
When the error message appears, click , correct the error and tab out of the field.

Field is required



The screenshot shows the 'Cost Transfer' form with tabs for 'From Transfer' and 'To Transfer'. The form includes fields for 'User ID: mr227', 'Name: Reece, Marjorie Ellen', and 'Unit Cost Transfer No: NEXT'. The '*Reason Code:' field is set to '3' with a search icon. A 'Delete Entry' checkbox is present. The '*Justification / Comments:' field is highlighted in red, indicating it is required. A Microsoft Internet Explorer error dialog box is displayed over the form, stating: 'Highlighted fields are required. (15,30) Enter data into the highlighted fields.' with an 'OK' button. Below the error message, a 'DEPARTMENT CERTIFICATION' section contains two numbered points: '1. I have first hand knowledge as to the accuracy of this cost transfer and have been delegated authority within the department to certify this request, and' and '2. The costs being moved to the project identified above are directly related to the project scope, allowable by the project budget, and have been incurred in a timely manner to benefit project activities.' The form footer shows 'Name: MARJORIE REECE' and 'Date: 01/11/2006'.

Invalid value



The screenshot shows the 'Cost Transfer' form with tabs for 'From Transfer' and 'To Transfer'. The form includes fields for 'User ID: mr227', 'Name: Reece, Marjorie Ellen', and 'Unit Cost Transfer No: NEXT'. The '*Reason Code:' field is set to '8' with a search icon. A 'Delete Entry' checkbox is present. A Microsoft Internet Explorer error dialog box is displayed over the form, stating: 'Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11) The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.' with an 'OK' button. Below the error message, a 'DEPARTMENT CERTIFICATION' section contains two numbered points: '1. I have first hand knowledge as to the accuracy of this cost transfer and have been delegated authority within the department to certify this request, and' and '2. The costs being moved to the project identified above are directly related to the project scope, allowable by the project budget, and have been incurred in a timely manner to benefit project activities.' The form footer shows 'Name: MARJORIE REECE' and 'Date: 01/11/2006'. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Add', and 'Update/Display'. The footer text reads 'Cost Transfer | From Transfer | To Transfer'.

Expenditure is Over 120 Days

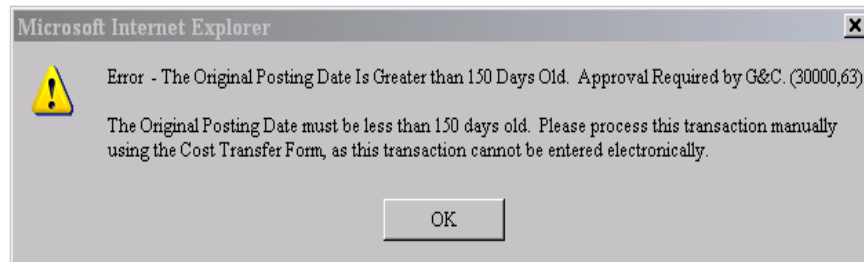
[New Window](#) | [Help](#) | 





Cost Transfer From Transfer To Transfer

User ID: mr227 Name: Reece, Marjorie Ellen Unit Cost Transfer No: NEXT

From Transfer Customize Find View All First 1 of 1 Last

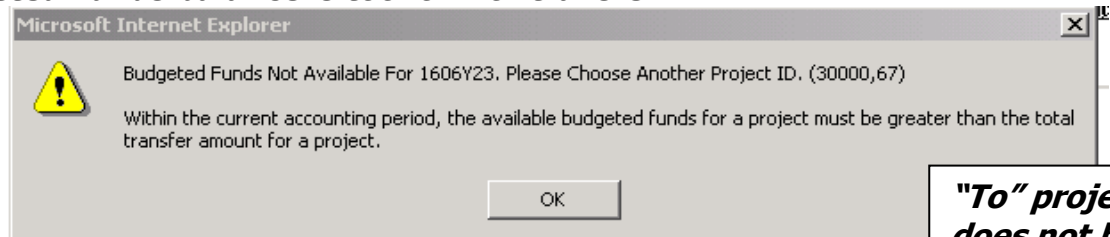
Project ID	Account	Original Posting Date	Original Reference	Employee/ Vendor ID	Equipment Tag	Amount
1 21066C5	714150	8/1/2006				



 Save  Notify  Previous tab  Next tab

In this case, you must use the manual Cost Transfer Form to process this change.

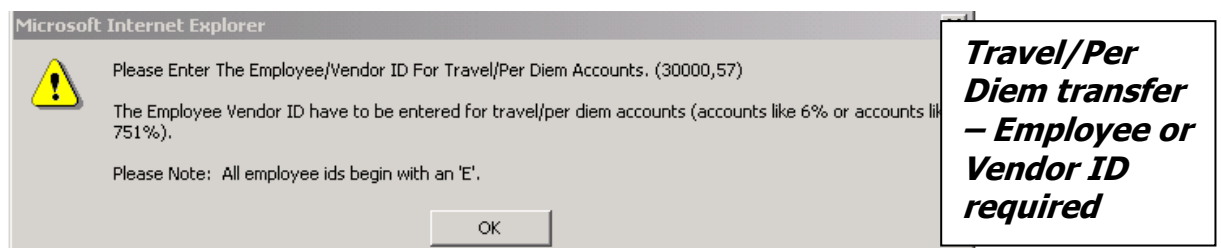
Budgeted Funds balance is too low for transfer



"To" project does not have sufficient funds. Must use another

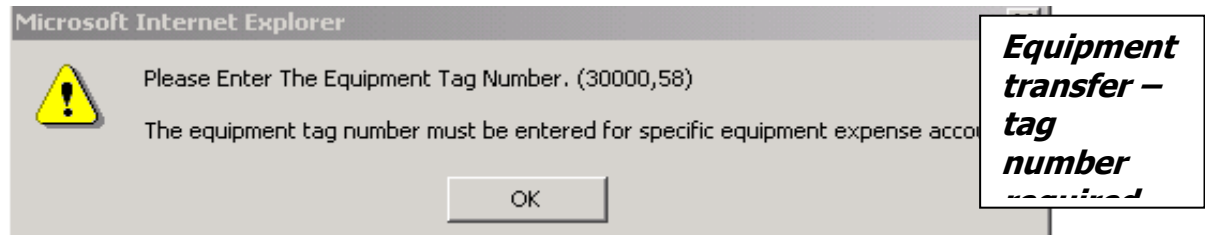
Warnings:

Employee / Vendor ID is required

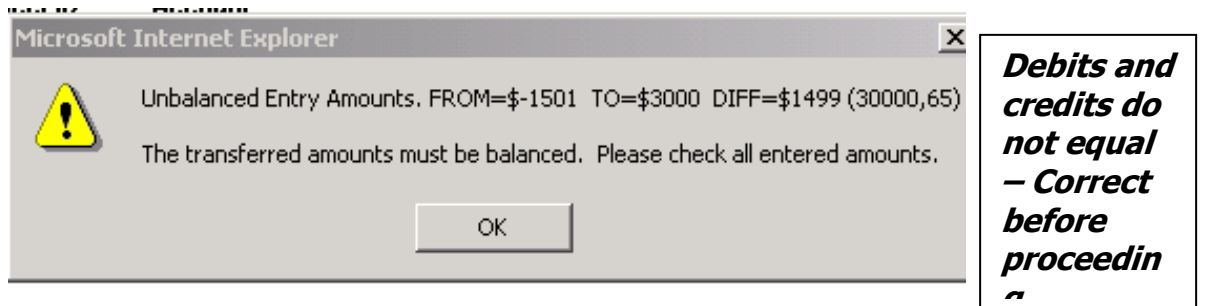


Travel/Per Diem transfer – Employee or Vendor ID required

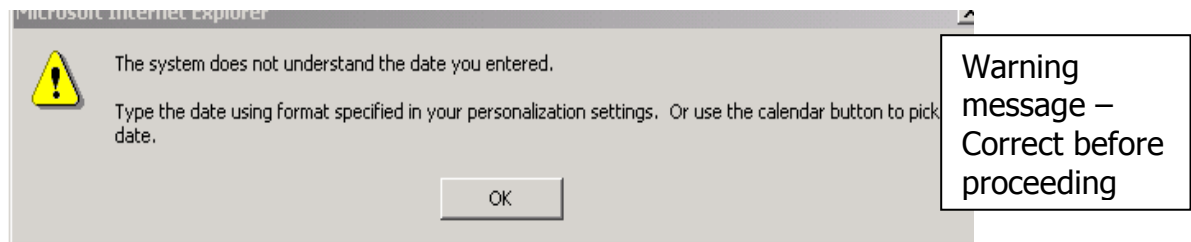
Equipment Tag number is required



Entry does not balance




System does not understand the data entered

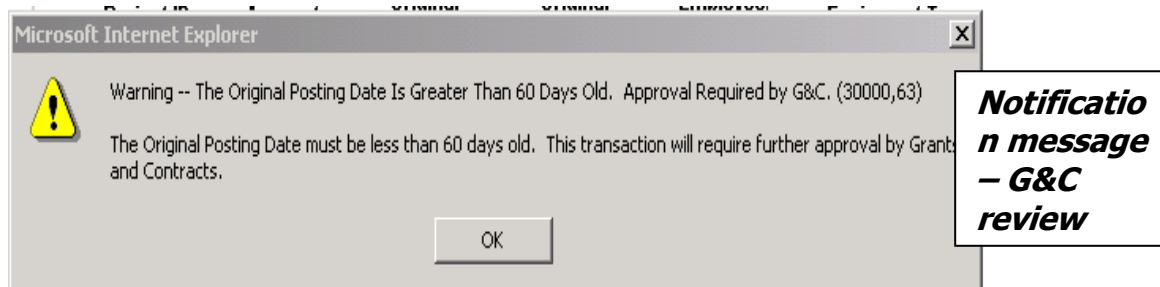


Errors that indicate a "B" entry:

There are other edits or validations that occur during data entry or when the transaction is saved. Specific error messages are displayed indicating the source of the problem.

Following are examples of the different types of error messages. When an error box is displayed, click , correct the error and tab out of the field.

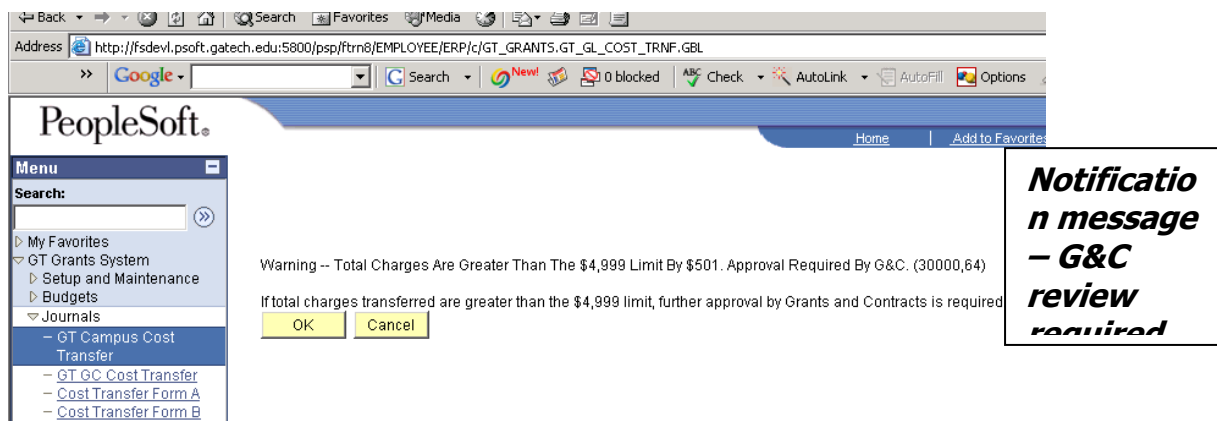
Original Posting Date is Greater than 60 days



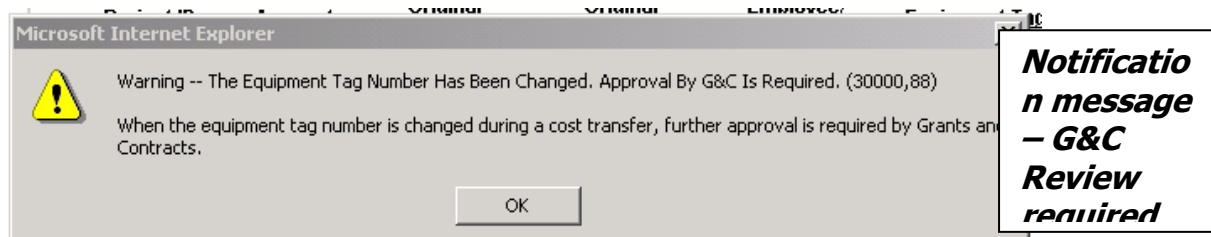
Project is beyond term date



Entry amount is greater than \$4,999



Equipment Tag Number has changed



Notes:

During each month-end close, no ECT processing is allowed. During these few days, all fields will be “grayed” to prevent data entry. You will need to hold data entry until the Controller’s Office and Grants and Contracts opens the following month for business.

Grants & Contracts Accounting performs periodic compliance reviews of the Electronic Cost Transfer files maintained by each authorized user in their respective departments. ECT files must be complete and made available for review by Grants & Contracts Accounting personnel, the Georgia Tech Internal Audit Department, State of Georgia and DCAA auditors, and external auditors. Failure to meet audit standards may result in suspension of privileges to enter Electronic Cost Transfers.

Report ID: GTGLR38

Georgia Institute of Technology
EXPENSE LEDGER
FISCAL YEAR 2007
07/01/2006 To 06/30/2007Page 4 of 6
Run Date 29-SEP-2006
Run Time 09:06:29

DATE	DESCRIPTION	SRC	CAMEUS REF	OTHER REF	ACCOUNT	BUDGET	ENCUMBRANCE	EXPENSE	BALANCE
08/28/2006	OFFICE DEPOT #1214	PCD			XN00270937 714150		0.00	73.92	
08/31/2006	SPRINTPCS AUTOPMT RCI	PCD			XN00272825 714150		0.00	58.98	
09/20/2006	OFFICE DEPOT #1214	PCD			XN00281319 714150		0.00	107.97	
09/20/2006	OFFICE DEPOT #1214	PCD			XN00281764 714150		0.00	743.64	
09/25/2006	OFFICE DEPOT #1214	PCD			XN00284413 714150		0.00	77.09	
09/25/2006	OFFICE DEPOT #1214	PCD			XN00283953 714150		0.00	179.99	
09/21/2006	STAPLES #1210	PCD	000132753		XN00267378 714150		0.00	59.98	
08/16/2006	AMZ SUPERSTORE	PCD	002-492012		XN00265582 714150		0.00	202.85	
09/11/2006	THE COLLABORATION	PCD	08145925		XN00278123 714150		0.00	128.75	
09/05/2006	T-MOBILE LOCKBOX CINCINN	PCD	1		XN00273937 714150		0.00	82.60	
07/31/2006	AMZ SUPERSTORE	PCD	102-150766		XN00258386 714150		0.00	14.77	
08/07/2006	AMZ SUPERSTORE	PCD	104-317134		XN00261795 714150		0.00	38.00	
07/31/2006	AMZ SUPERSTORE	PCD	104-399633		XN00258598 714150		0.00	53.69	
08/15/2006	AMZ SUPERSTORE	PCD	104-833068		XN00265381 714150		0.00	25.17	
08/25/2006	ADVERTISING NOVELTIES	PCD	2		XN00270218 714150		0.00	1,633.11	
08/25/2006	ADVERTISING NOVELTIES	PCD	3		XN00270165 714150		0.00	867.71	
07/26/2006	T-MOBILE LOCKBOX CINCINN	PCD	7110718140		XN00256213 714150		0.00	124.81	
09/21/2006	ABCT	PCD	CC		XN00282173 714150		0.00	535.00	
08/31/2006	CDW GOVERNMENT	PCD	CEPL CAT-5		XN00272740 714150		0.00	53.84	
08/21/2006	CDW GOVERNMENT	PCD	CSF3480		XN00267625 714150		0.00	106.32	
09/07/2006	THE OVID BELL PRESS	PCD	I22026		XN00275944 714150		0.00	2,947.00	
08/08/2006	CDW GOVERNMENT	PCD	M942353		XN00262169 714150		0.00	106.32	
08/15/2006	C/T 000014238 TO 6066547	CST	PCD				0.00	-3,875.00	
07/10/2006	CDW GOVERNMENT	PCD	PCI VIDEO		XN00247949 714150		0.00	66.60	
09/11/2006	THE CHRONICLE SUBSCRIPT	PCD	R186147794		XN00277173 714150		0.00	203.00	
08/22/2006	CDW GOVERNMENT	PCD	RMA 004459		XN00268468 714150		0.00	-106.32	
08/10/2006	THE CHRONICLE	PCD	TL179708116		XN00262964 714150		0.00	250.00	
08/30/2006	SURVEYMONKEY COM	PCD	VPEB0AF6CB		XN00271990 714150		0.00	19.95	
07/31/2006	SURVEYMONKEY COM	PCD	VRCB0A70B2		XN00258552 714150		0.00	19.95	
08/23/2006	LEARNING TECHNOLOGY INST	PCD	VXFE0ADA24		XN00268953 714150		0.00	20.00	
Total For Supplies & Mat - Peard Purch									
07/05/2006	Facilities Charges	FAC	6006101090		714800		0.00	13,770.76	
Total For Supplies & Materials (Fcits)									
08/04/2006	GA Tech Hotel & Conference Cen	AP	6007101009	00487989	719400		0.00	372.00	
08/14/2006	GA Tech Hotel & Conference Cen	AP	6007101030	00496607	719400		0.00	124.00	
09/22/2006	GA Tech Hotel & Conference Cen	AP	6007101032	00498640	719400		0.00	138.96	
Total For Rental-Meeting and Hotel Rooms									
							0.00	634.96	

ORIGINAL
ERRR

Business Unit GT

PROJECT ID 6001101 Oars-Carl/General
FUND 10010 Cur Unrestricted - Resident In
DEPARTMENT 600 Provost-VP Academic AffairsPROGRAM 14600 Academic Administration
CLASS 11000 General Operations - General

DATE	DESCRIPTION	SRC	CAMPUS REF	OTHER REF	ACCOUNT	BUDGET	ENCUMBRANCE	EXPENSE	BALANCE
08/21/2006	Work Relationships	OOD	6006101086	AUG01	727100		0.00	120.00	
08/21/2006	Presentation Skills	OOD	6006101086	AUG10	727100		0.00	240.00	
08/19/2006	Respectful Workplace	OOD	6006101086	SEP14.1	727100		0.00	120.00	
07/27/2006	Powerpoint 2003	OOD	6006101089	JUN25.1	727100		0.00	75.00	
07/28/2006	Excel Level 2	OOD	6006101089	JUL26.1	727100		0.00	75.00	
07/25/2006	Llewellyn, Donna Crystal	AP	6007101001	00485871	727100		0.00	492.49	
05/22/2006	Excel Level I	OOD	6007101021	SEP20	727100		0.00	115.00	
Total For Registration Fees (IRS)									
07/20/2006	Reiner, Michael	AP	6007101002	00485284	727110		0.00	1,237.49	
08/11/2006	Smith, James E	AP	6007101011	00489631	727110		0.00	114.32	
08/14/2006	Utschig, Tristian T	AP	6007101012	00490060	727110		0.00	237.09	
08/16/2006	Utschig, Tristian T	AP	6007101016	00490899	727110		0.00	1,205.24	
09/13/2006	Travel Inc	AP	6007101022	00496220	727110		0.00	256.70	
09/20/2006	Travel Inc	AP	6007101023	00497791	727110		0.00	472.60	
09/20/2006	Travel Inc	AP	6007101025	00497821	727110		0.00	413.10	
09/26/2006	Hillstock, Laurie G	AP	6007101029	00499331	727110		0.00	324.60	
09/12/2006	CETL FEES FALL 1 & 11 VM07-017	DLP	FALL 1 & 2	VM07-017	727110		0.00	250.86	
Total For Guest, Visitor, Non-Emp Travel									24,691.00
09/28/2006	Llewellyn, Donna Crystal	AP	6007101018	00493187	727130		0.00	27,965.51	
08/28/2006	Girardot, Steven P	AP	6007101019	00493181	727130		0.00	119.98	
Total For Reimb Expense (Non-travel)									110.00
08/15/2006	ICPA Charges 08/14/2006	ICP	6006101071	1968	727880		0.00	229.98	
Total For Svc Charges By Resident Inst									575.00
08/04/2006	rSmart Group Inc	PO	6000014072		733000		10,000.00	575.00	
08/17/2006	rSmart Group Inc	PO	6000014072		733000		-10,000.00	0.00	
Total For Software									0.00
07/18/2006	McSwain, John	AP	6007101008	00484219	751110		0.00	300.00	
Total For Services-Misc, Temp Agency (IRS)									300.00
07/01/2006	Telecomm Encumbrance FY 2007	TEN			773500		163.40	0.00	

ORIGINAL
ERROR

COST TRANSFER JUSTIFICATION FOR SPONSORED PROJECTS FORM
CATEGORY B

Unit Cost Transfer No: 000014576

The documentation required to support cost transfer requests described in Section 6.0 - Cost Transfer Requests.

A. Reason for the transfer :

Check one of the following reasons and provide any additional explanation to properly document the propriety of the expenditure:

1. ☐ Clerical error (Provide Explanation below in Part D)
2. ☒ Use of wrong account number (Provide Explanation below in Part D)
3. ☐ Reallocation of non-payroll costs based on actual usage (check a or b):
 - a. ☐ Impractical to allocate at the time of original entry
 - b. ☐ Materials and supplies not used
4. ☐ New award:
5. ☐ Renewal award:
6. ☐ Pre-award costs
7. ☐ Other: (Provide Explanation below in Part D)

B. Additional documentation

1. For all transfers:

a) Are any of the projects:

- | | | |
|-----------------|---|--|
| 1) Over Budget? | Yes | <input checked="" type="checkbox"/> No |
| 2) Past Term? | <input checked="" type="checkbox"/> Yes | No |

b) Does the transfer involve expenditures for:

- | | | |
|------------------|-----|--|
| 1) Subcontracts? | Yes | <input checked="" type="checkbox"/> No |
| 2) Equipment? | Yes | <input checked="" type="checkbox"/> No |

C. Timing of cost transfers

Is this a transfer of charges recorded in GIT General Ledger more than 60 days before the current month?

Yes ☒ No

D. Remarks/explanations/justifications:

These charges were billed to the wrong department.

E. Certification that the charges are correct and appropriate

Principal Investigator:

Date: 05-OCT-2006

or

Responsible official (with suitable means of verification that the charge is allowable and proper)

SHEREE POSEY

Date: 05-OCT-2006

Approval

Grants and Contracts Office:

JB Barber

Date:

10/5/06

Report ID: GTGLR425

Unit C/T: 000014576
Reason for Transfer: Wrg Act/Pj
Entry Date: 05-OCT-2006
User ID: spl63

ProjectID Prime PI

6001101
6001101
3906605
3906605

Georgia Institute of Technology
ELECTRONIC COST TRANSFER DATA/CATEGORY B TRANSACTION DATA
FISCAL YEAR 2007
By User Id -- "spl63"
FROM DATE: 05-OCT-2006 TO DATE: 05-OCT-2006

Page 3 of 3
Run Date 05-Oct-2006
Run Time 08:44

Account	Reference	Original Posting Date	Vendor ID	Equipment Tag	Amount
719400	6007101032	22-SEP-2006			-138.96
727110	6007101032	13-SEP-2006			-472.60
719400	6007101032	22-SEP-2006			138.96
727110	6007101032	13-SEP-2006			472.60

End of Report

EXPENSE LEDGER
FISCAL YEAR 2007
07/01/2006 To 10/31/2006

DATE	DESCRIPTION	SRC	CAMPUS REF	OTHER REF	ACCOUNT	BUDGET	ENCUMBRANCE	EXPENSE	BALANCE
10/05/2006	INFORMS	PCD	1205682498	XN00289080	714150		0.00	340.00	
10/11/2006	OFFICE DEPOT #1214	PCD		XN00291926	714150		0.00	118.90	
10/13/2006	Amazon.com	PCD	104-565016	XN00293126	714150		0.00	50.36	
10/16/2006	OFFICE DEPOT #1214	PCD		XN00293848	714150		0.00	15.29	
10/19/2006	AMZ Amazon Payments	PCD	058-055291	XN00295299	714150		0.00	66.07	
10/23/2006	OFFICE DEPOT #1214	PCD		XN00297631	714150		0.00	55.56	
10/23/2006	Amazon.com	PCD	104-777435	XN00296902	714150		0.00	46.20	
10/27/2006	OFFICE DEPOT #1214	PCD		XN00299441	714150		0.00	15.29	
10/30/2006	SURVEYMONKEY COM	PCD	VXJEBBFB4	XN00300510	714150		0.00	19.95	
10/31/2006	NATIONAL ACADEMY SCIENCES	PCD	1111	XN00300961	714150		0.00	27.00	
Total For Supplies & Mat - Pcard Purch									
07/06/2006	Facilities Charges	FAC	6006101090		714800		0.00	15,079.31	
Total For Supplies & Materials (Folts)									
08/04/2006	GA Tech Hotel & Conference Cen	AP	6007101009	00487989	719400		0.00	372.00	
09/14/2006	GA Tech Hotel & Conference Cen	AP	6007101030	00496607	719400		0.00	124.00	
09/22/2006	GA Tech Hotel & Conference Cen	AP	6007101032	00498640	719400		0.00	138.96	
10/05/2006	C/T 000014576 TO 39066G5	CST	6007101032		719400		0.00	-138.96	
10/12/2006	GA Tech Hotel & Conference Cen	AP	6007101038	00502778	719400		0.00	124.00	
Total For Rental-Meeting and Hotel Rooms									
07/25/2006	Llewellyn, Donna Crystal	AP	6007101001	00485871	727100		0.00	620.00	
07/27/2006	Powerpoint 2003	OOD	6006101089	JUL25.1	727100		0.00	492.49	
07/28/2006	Excel Level 2	OOD	6006101089	JUL26.1	727100		0.00	75.00	
08/21/2006	Work Relationships	OOD	6006101086	AUG01	727100		0.00	120.00	
08/21/2006	Presentation Skills	OOD	6006101086	AUG10	727100		0.00	240.00	
09/18/2006	Respectful Workplace	OOD	6006101086	SEP14.1	727100		0.00	120.00	
09/22/2006	Excel Level I	OOD	6007101021	SEP20	727100		0.00	115.00	
09/29/2006	Excel 2003 Level 2	OOD	6007101021	SEP21	727100		0.00	115.00	
10/19/2006	C/T 000014734 FROM 6001101	CST	VM07-017		727100		0.00	24,691.00	
Total For Registration Fees (IRS)									
07/20/2006	Reiner, Michael	AP	6007101002	00485284	727110		0.00	114.32	
08/11/2006	Smith, James E	AP	6007101011	00489631	727110		0.00	237.09	
08/14/2006	Utschig, Tristan T	AP	6007101012	00490060	727110		0.00	1,205.24	
08/16/2006	Utschig, Tristan T	AP	6007101016	00490599	727110		0.00	256.70	
09/12/2006	CETL FEES FALL 1 & 11 VM07-017	DLP	FALL 1 & 2	VM07-017	727110		0.00	24,691.00	

FROM

EXPENSE LEDGER

FISCAL YEAR 2007
07/01/2006 TO 10/31/2006

Business Unit GT
PROJECT ID 6001101 Oars-Cetl/General
FUND 10010 Cur Unrestricted - Resident In
DEPARTMENT 600 Provost-VP Academic Affairs

14600 Academic Administration
11000 General Operations - General

DATE	DESCRIPTION	SRC	CAMPUS REF	OTHER REF	ACCOUNT	BUDGET	ENCUMBRANCE	EXPENSE	BALANCE
09/13/2006	Travel Inc	AP	6007101022	00496220	727110		0.00	472.60	
09/20/2006	Travel Inc	AP	6007101023	00497791	727110		0.00	413.10	From
09/20/2006	Travel Inc	AP	6007101025	00497821	727110		0.00	324.60	
09/26/2006	Hillstock, Laurie G	AP	6007101029	00499331	727110		0.00	250.86	
10/04/2006	Yuzhu, Teng	AP	6007101036	00500998	727110		0.00	41.64	
10/04/2006	Ebert-May, Diane	AP	6007101037	00500996	727110		0.00	99.80	
10/05/2006	C/T 000014576 TO 39066G5	CST	6007101022		727110		0.00	-472.60	From
10/19/2006	C/T 000014734 TO 6001101	CST	VN07-017		727110		0.00	-24,691.00	
	Total For Guest, Visitor, Non-Emp Travel						0.00	2,943.35	
08/28/2006	Llewellyn, Donna Crystal	AP	6007101018	00493187	727130		0.00	119.98	
08/28/2006	Girardot, Steven P	AP	6007101019	00493181	727130		0.00	110.00	
	Total For Reimb Expense (Non-Travel)						0.00	229.98	
08/15/2006	ICPA Charges 08/14/2006	ICP	6006101071	1968	727880		0.00	575.00	
	Total For Svc Charges By Resident Inst						0.00	575.00	
08/04/2006	rSmart Group Inc	PO	6000014072		733000		10,000.00	0.00	
08/17/2006	rSmart Group Inc	PO	6000014072		733000		-10,000.00	0.00	
	Total For Software						0.00	0.00	
07/18/2006	McSwain, John	AP	6007101008	00484219	751110		0.00	300.00	
	Total For Services-Misc, Temp Agency (IRS)						0.00	300.00	
	Total For Materials and Supplies					0.00	0.00	45,800.13	-45,800.13
	Balance For Non Personal Services					0.00	0.00	45,800.13	-45,800.13
	Balance Oars-Cetl/General					0.00	0.00	45,800.13	-45,800.13

Business Unit GT

PROJECT ID 39066GS GTRC MATCHING ACCOUNT
FUND Q9262 GTRC MATCHING ACCOUNT
DEPARTMENT 390 CEISMC

12100 Individual or Project Research
64057 GTRC Matching Funds

EXPENSE LEDGER

FISCAL YEAR 2007

10/01/2006 To 10/31/2006

DATE	DESCRIPTION	SRC	CAMPUS REF	OTHER REF	ACCOUNT	BUDGET	ENCUMBRANCE	EXPENSE	BALANCE
------	-------------	-----	------------	-----------	---------	--------	-------------	---------	---------

***** Total Prior To: 10/01/2006

10/04/2006	OFFICE DEPOT #2375	PCD	3900700446	XN00288505	714150		0.00	78.74	
10/05/2006	OFFICE DEPOT #2375	PCD	3900700449	XN00288788	714150		0.00	359.98	
10/05/2006	OFFICE DEPOT #2375	PCD	3900700449	XN00289206	714150		0.00	180.00	
10/09/2006	DYNAMEX 120 ATLANTA	PCD	3900700459	XN00290866	714150		0.00	422.99	
10/24/2006	Procure Card Post Correction	CEX	3900700430	3900700430	714150		0.00	22.90	
10/24/2006	Procure Card Post Correction	CEX	3900700442	3900700442	714150		0.00	3,729.91	
10/26/2006	C/T 000014763 FROM 390990524	CST	3900700460		714150		0.00	2,427.42	
10/26/2006	C/T 000014763 FROM 390990524	CST	3900700460		714150		0.00	20.50	
							0.00	20.50	
							0.00	7,262.94	

Total For Supplies & Mat - Pcard Purch

***** Total Prior To: 10/01/2006

10/05/2006	C/T 000014576 FROM 6001101	CST	6007101032		719400		0.00	0.00	
							0.00	138.96	

Total For Rental-Meeting and Hotel Rooms

***** Total Prior To: 10/01/2006

10/05/2006	C/T 000014576 FROM 6001101	CST	6007101022		727110		0.00	0.00	
							0.00	472.60	

Total For Guest, Visitor, Non-Emp Travel

***** Total Prior To: 10/01/2006

					751106		0.00	472.60	
							0.00	7,500.00	

Total For Services - Catering (IRS)

***** Total Prior To: 10/01/2006

10/06/2006	Ervin, Leroy	AP	3900700440	00501481	751350		0.00	1,360.00	
							0.00	1,000.00	

Total For Services-Participant Pmt (IRS)

Total For Materials and Supplies

Balance For Non Personal Services

Balance GTRC MATCHING ACCOUNT

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

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